

Management and Budget

MISSION STATEMENT

The mission of the Office of Management and Budget (OMB) is to provide recommendations to the County Executive and County Council and act where appropriate on resource allocation, fiscal policy, and related matters in order to support the advancement of the elected officials' policy agendas and the effective and efficient operation of County government.

BUDGET OVERVIEW

The total recommended FY05 Operating Budget for the Office of Management and Budget is \$3,334,750, an increase of \$64,390 or 2.0 percent from the FY04 Approved Budget of \$3,270,360. Personnel Costs comprise 95.5 percent of the budget for 32 full-time positions and one part-time position for 31.7 workyears. Operating Expenses account for the remaining 4.5 percent of the FY05 budget.

PROGRAM CONTACTS

Contact Beryl Feinberg of the Office of Management and Budget at 240.777.2768 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Budget Preparation and Administration

The Budget Preparation and Administration program covers the annual preparation of the Capital Budget, the six-year Public Services Program and Operating Budget, and the various activities designed to assure compliance with the County Charter and decisions of elected officials. The six-year Capital Improvements Program is prepared during even-numbered calendar years. Fiscal policy and procedures are developed to assure conformity with generally accepted accounting principles and County policies.

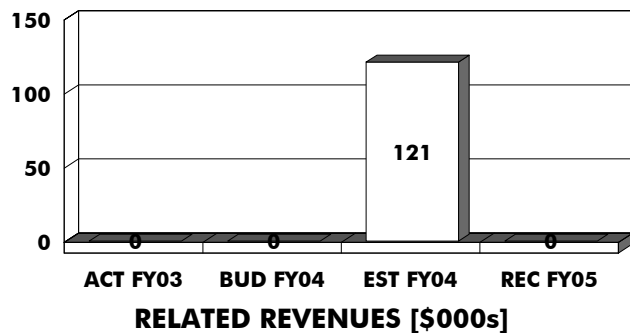
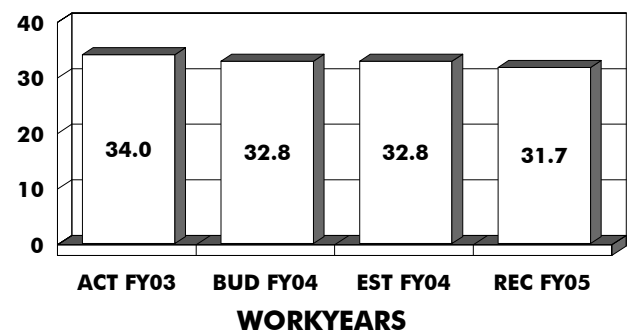
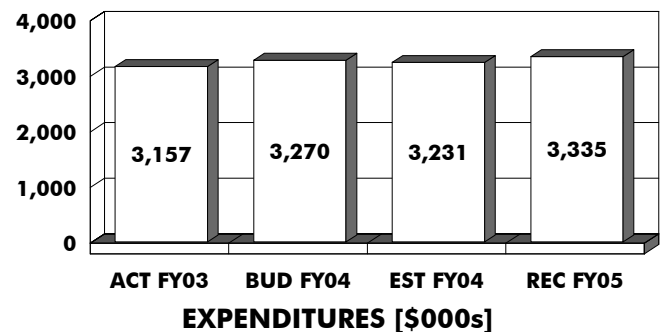
Macro fiscal projections are prepared, including the identification of various Executive macro fiscal policy proposals and planning allocations. Fiscal planning assumptions and debt capacity analyses are updated, guidance is provided to departments and agencies, and budget recommendations are given to the Executive and Council. In addition, special analyses to monitor expenditures and revenues are conducted periodically during the year. County Executive transfers, Council transfers, and supplemental appropriations are handled as are transactions involving the creation, deletion, and movement of positions in the official position complement.

Related work includes participation in collective bargaining and compensation policy development; fiscal management and policy development; management analyses; program evaluations; fiscal impact analyses of legislation and regulations; development and amendment of administrative

Program Summary

	Expenditures	WYs
Budget Preparation and Administration	2,736,170	26.4
Administration and Management Support	598,580	5.3
Totals	3,334,750	31.7

Trends



procedures; development and monitoring of user fees and other revenues; grants coordination; and contract review. Staff provide OMB representation on the Contract Review Committee, the Interagency Group on Energy and Utilities Management, the Board of Investment Trustees of the pension system, the Diversity Council, the Telecommunications Transmission Facility Coordinating Group, and the Labor Relations Policy Committee.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	2,616,920	27.5
Enhance: Create two Manager IIIs	226,840	2.0
Increase Cost: Annualization of FY04 lapsed positions	28,900	0.2
Decrease Cost: Increase lapse to reflect actual turnover	-19,510	-0.3
Reduce: Vacant Management and Budget Specialist (#1)	-60,750	-1.0
Reduce: Vacant Management and Budget Specialist (#2)	-81,830	-1.0
Eliminate: Vacant Budget Manager	-132,520	-1.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	158,120	0.0
FY05 CE Recommended	2,736,170	26.4

Administration and Management Support

The Administration and Management Support Program provides overall direction and leadership for the office and includes activities which support the Budget Preparation and Administration Program. Specific functions include strategic planning; measurement initiatives; management of the office's operations and processes; development of automated solutions to information and budget preparation and publication needs; maintenance of databases; administration of the mainframe budgeting system (BPREP); personnel management, staff training and development; preparation and administration of the office's budget; procurement activities; and provision of clerical support services.

FY05 Recommended Changes

	Expenditures	WYs
FY04 Approved	653,440	5.3
Increase Cost: Replace printer	10,700	0.0
Increase Cost: ADA accommodation	930	0.0
Decrease Cost: General office supplies	-5,000	0.0
Decrease Cost: Printing costs in non full biennial CIP	-10,000	0.0
Decrease Cost: Eliminate outside consultant costs	-24,000	0.0
Decrease Cost: Elimination of one-time items in FY04	-40,000	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, and changes due to staff turnover	12,510	0.0
FY05 CE Recommended	598,580	5.3

BUDGET SUMMARY

	Actual FY03	Budget FY04	Estimated FY04	Recommended FY05	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	2,437,289	2,435,680	2,416,690	2,510,660	3.1%
Employee Benefits	590,279	618,140	609,540	674,920	9.2%
County General Fund Personnel Costs	3,027,568	3,053,820	3,026,230	3,185,580	4.3%
Operating Expenses	128,932	216,540	204,540	149,170	-31.1%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	3,156,500	3,270,360	3,230,770	3,334,750	2.0%
PERSONNEL					
Full-Time	34	33	33	32	-3.0%
Part-Time	1	1	1	1	—
Workyears	34.0	32.8	32.8	31.7	-3.4%
REVENUES					
Intergovernmental Reimbursements :Other	0	0	120,790	0	—
County General Fund Revenues	0	0	120,790	0	—

FUTURE FISCAL IMPACTS

Title	CE REC. FY05	FY06	FY07	(S000's) FY08	FY09	FY10
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY05 Recommended	3,335	3,335	3,335	3,335	3,335	3,335
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Items Approved in FY05	0	-8	-8	-8	-8	-8
Items recommended for one-time funding in FY05, including the purchase of a laser jet printer (\$6,670) and costs associated with an ADA accommodation (\$930), will be eliminated from the base in the outyears.						
Labor Contracts	0	172	358	392	392	392
These figures represent the annualization of FY05 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY06 and beyond.						
New printer maintenance and supplies	0	6	6	6	6	6
On-going costs associated with a new laser jet printer include yearly maintenance contract, toner, mainenance kit and other supplies.						
Print biennial CIP book	0	10	0	10	0	10
In FY04, and even-numbered years, printing costs for the full Capital Improvements Program book are required. In the alternating years, a full book is not printed.						
Subtotal Expenditures	3,335	3,515	3,691	3,734	3,724	3,734

OFFICE OF MANAGEMENT AND BUDGET

Departmental Program Structure and Outcome Measures

Support the advancement of the elected officials' policy agenda through recommendations on resource allocation, fiscal policy, and the effective and efficient operation of County government.

Recommendations

Budget Preparation and Administration

Fiscal Policy and Planning

- Macro fiscal projections and planning
- Fiscal policy analysis

Public Services Program (Operating Budget)

- Analysis of proposals
- Expenditure and revenue monitoring
- Transaction review and processing (budget and positions)
- Management analyses
- Collective bargaining support
- Fiscal impact analyses
- Grants coordination

Capital Improvements Program (Capital Budget)

- Analysis of proposals
- Debt capacity analysis
- Expenditure monitoring
- Review of "Programs Of Requirements"
- Management analyses

Administration and Management Support

- Leadership
- Strategic planning
- Process management
- Measurement
- Information technology
- Office administration
- Staff training and development

The Office of Management and Budget carries out its mission in partnership with all County government departments and agencies. Particularly important partnerships are with Finance, Human Resources, and the Department of Technology Services.

DEPARTMENTAL OUTCOMES

	FY01 ACTUAL	FY02 ACTUAL	FY03 ACTUAL	FY04 BUDGET	FY05 CE REC
County taxes as a percentage of personal income	4.16	4.24	4.12	4.13	4.19
Bond rating	AAA	AAA	AAA	AAA	AAA

MANAGEMENT AND BUDGET

PROGRAM:

Budget Preparation and Administration

PROGRAM ELEMENT:
PROGRAM MISSION:

To provide recommendations to the County Executive and County Council, and act where appropriate, on resource allocation, fiscal policy, and related matters

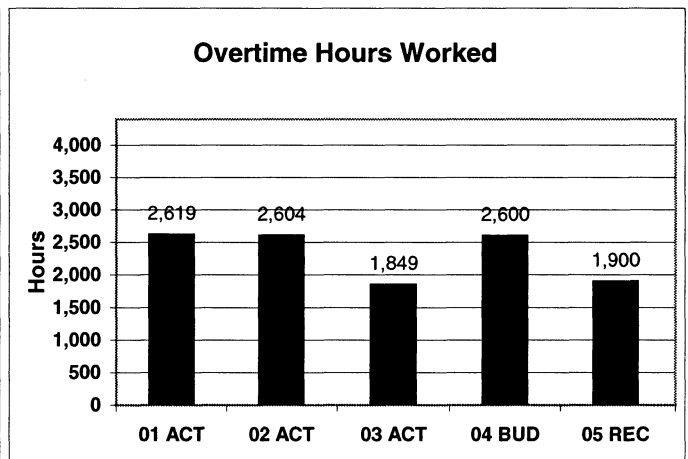
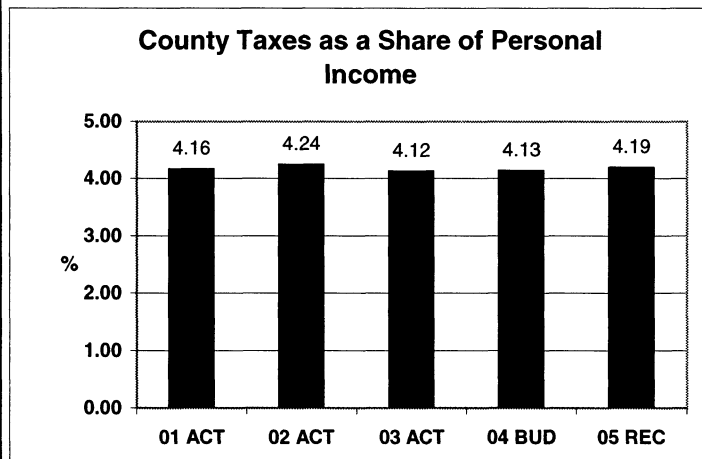
COMMUNITY OUTCOMES SUPPORTED:

- Ensure high value for tax dollars
- Ensure accountability
- Support fiscal integrity and public confidence in County government

PROGRAM MEASURES

	FY01 ACTUAL	FY02 ACTUAL	FY03 ACTUAL	FY04 BUDGET	FY05 CE REC
Outcomes/Results:					
County taxes as a share of personal income (%)	4.16	4.24	4.12	4.13	4.19
Bond rating	AAA	AAA	AAA	AAA	AAA
Service Quality:					
Receipt of Government Finance Officers Association Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Expected
Efficiency:					
Executive budget meetings (hours) ^a	32.0	40.5	35.2	40.0	35.0
OMB staff overtime (hours worked) ^a	2,619	2,604	1,849	2,600	1,900
OMB workyears per thousand population	0.035	0.034	0.029	0.030	0.028
Value of operating budget requests analyzed per OMB workyear (\$million)	97.1	100.5	114.2	119.4	135.8
Workload/Outputs:					
Value of operating budget requests analyzed (\$million)	2,922.5	3,024.6	3,026.2	3,283.1	3,584.6
Number of CIP projects requested/reviewed ^a	119	622	207	568	TBD
Inputs:					
Expenditures (\$000)	2,447	2,605	2,544	2,617	2,736
Workyears	30.1	30.1	26.5	27.5	26.4

Notes:
^aFY01 and FY03 are off-years for the biennial CIP.

EXPLANATION:


PROGRAM PARTNERS IN SUPPORT OF OUTCOMES: Department of Finance, Office of Human Resources, Department of Technology Services, operating departments and agencies.

MAJOR RELATED PLANS AND GUIDELINES: Government Finance Officers Association Budget Preparation Guidelines, Generally Accepted Accounting Principles.